

VACANCY ANNOUNCEMENT # 14/04/20

MOTOR POOL DISPATCHER FSN-5 (OR); FP-9 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: April 8, 2014
Closing Date: April 22, 2014
Work Hours: Full-time – 40 hours per week
Desired Start Date: May 19, 2014

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Motor Pool Dispatcher in the General Services Office (GSO).

BASIC FUNCTION OF POSITION

Incumbent plans and coordinates assignments for all drivers on a daily basis, scheduling vehicles and transportation requests of US Embassy personnel, official visitors, and dignitaries on official business. Oversees the preparation of required reports. Assists the Motor Pool Supervisor with transportation request for VIP visitors, and responds to emergency vehicle needs while managing normal schedules as necessary.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. Education: Completion of secondary school is required.

2. Experience: Two years of dispatcher experience including automotive mechanic, managerial

skills or chauffeur experience is required.

3. Language: Level II (Limited) Speaking/Reading English ability. Level IV (Fluent) Speaking/Reading Spanish ability is required. This will be tested.

4. Job Knowledge: Must be familiar/conversant with local traffic laws and area traffic patterns of Lima; must be able to read maps and find locations in cities and areas outside of Lima

5. Skills and Abilities: Must possess the necessary judgment, managerial and interpersonal skills to coordinate all trip requests, vehicle usage, and drivers' schedules, establish priorities, monitor and make reports, and ensure the mechanical safety of all vehicles. Must be able to troubleshoot auto maintenance repairs and follow manufacture's recommended guidelines on vehicle maintenance. Must have good organizational and interpersonal skills. Must be available to drive after hours and weekends, if necessary. Must be proficient with the computer hardware and software necessary for then operation of the motor pool. Must have a valid Peruvian driver's license. Please attach a copy.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMS who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under s Personal Services Agreement (PSA) are ineligible

to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. LE Staff applicants from within the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

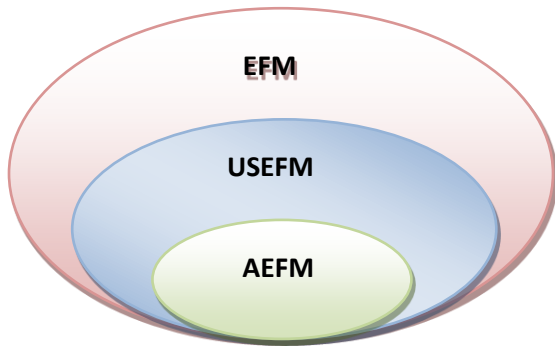
Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contacted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Members:** An individual related to s U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, an under 21 years of age, or regardless of age, incapable of self-support.

2. US Citizen Eligible Family Member (U.S. EFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3FAM 3232.2](#)

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

5. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR): A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,

- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE: April 22, 2014

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures,

remedies for prohibited personnel practices, and/or courts for relief.

Major Duties and Responsibilities of the Position

Schedules, assigns, and closes all vehicles requests received through the FMIS system and enters all data into the workload count database on a daily basis. Translates English instructions into Spanish if necessary. Checks frequently to make sure jobs are being done as requested. Schedules drivers for jobs on a fair basis. Prepares shuttle schedules and submits monthly bills to the customers. Prepares the drivers' weekly schedule at least 4 weeks in advanced. Initiates OF-108 daily vehicle use record form and assigns vehicle to self-drivers on a first come first served basis. Maintains the HU driver certificate data base to ensure accuracy and the most up to date information. Handles emergency transportation needs. Works closely with both Motor Pool Supervisor and drivers in order to maintain a good working atmosphere. Makes sure drivers do daily checks of vehicles and that drivers complete the vehicle reports. Schedules and maintains motors pool functions, and prepares and submits monthly reports to the GSO. Reports vehicle accident/incidents and participates in accident/incident investigation in coordination with Regional Security Office. 85%

Reports to the A/GSO or SGSO immediately when a vehicle is involved in any accident when damage occurs to USG vehicle or property, and if/when received by any driving citation. A Vehicle Mishap Report will be submitted within 24 hrs. after the reported incident. May be asked to prepare Time and Attendance Reports. Sends MP procurement requests through Ariba as required to support Motor Pool Operations.

Serves as petty cashier for Motor Pool if needed. Coordinates the Bi-weekly Diplomatic Pouch run. 10%

Coordinates driver assignment and delivery of checks to vendors for bill payment, diplomatic notes, invitations and other correspondence. Performs other duties as may be determined and assigned by the GSO based on the necessity and availability. 5%